



Child Care Center Pre-Licensing Workshops Schedule October, November and December 2014

Cities	Dates	Days	Locations
Durham	Oct. 7 – 8 (Full)	Tues. & Wed.	Child Care Services, 1201 South Briggs Ave., Suite 200
Williamston	Oct. 7 - 8	Tues. & Wed.	Martin County Economic Development Center, NC Telecenter, 415 East Blvd., Suite 200
Wilmington	Oct. 28 - 29	Tues. & Wed.	Northeast Regional Library, 1241 Military Cutoff Rd., Oak Room
Fayetteville	Nov. 5 - 6	Wed. & Thurs.	Partnership for Children of Cumberland County, 351 Wagoner Dr., Suite 200, Multipurpose Room
Raleigh	Nov. 18 - 19	Tues. & Wed.	NC Office of State Fire Marshal, 322 Chapanoke Rd., Room 100
Greensboro	Dec. 9 - 10	Tues. & Wed.	Guilford County Child Development, 1200 Arlington St.
Charlotte	Dec. 16 - 17	Tues. & Wed.	Thompson Child & Family Focus, 1645 Clanton Rd.
Hickory	Dec. 16 - 17	Tues. & Wed.	Sweetwater Early Childhood Education Center, 2110 Main Ave., SE

WORKSHOP DESCRIPTION: The first day of this workshop is a comprehensive review of North Carolina Child Care Requirements and will be helpful to persons who are planning to operate a child care center. The information presented is from the *Child Care Handbook* which is published by the North Carolina Division of Child Development and Early Education. The second day of training will focus on best practices regarding program start-up and operation as it relates to budgeting for quality care. Workshops will begin at 9:30 a.m. and end at approximately 3:30 p.m. Five (5) hours of training credit will be given for each day of training. For religious sponsored programs, the pastor or his/her designee, such as a Board Member, Associate Pastor, or Youth Pastor, who serves in an official church business capacity must attend the workshops. ***These workshops are not designed for potential operators of Family Child Care Homes.**

REGISTRATION INFORMATION: *Pre-registration is required and **each person registering must submit the registration form at the bottom of this page.** Attendance at each workshop is limited by the size of the facility. Registrants will be notified (if registration is received seven (7) days in advance of workshop date) by e-mail (if available) or mail of their acceptance prior to the workshop date. If you have not received confirmation prior to the workshop you will need to call and confirm that your registration has been processed. ***The deadline for registration is two (2) weeks prior to the workshop date.**

The fee for each person attending is \$100.00. Persons who are unable to attend a workshop may transfer registration for a future workshop within this quarter at no additional cost with three (3) **business days prior notice of the initial workshop date. No registration fee refunds will be given.** You may send an email to DCD.Prelicensing@dhhs.nc.gov for general workshop registration information or to speak with a customer service representative, call **1-800-859-0829 (in state only) or 919-527-6500.** Return the registration form below along with payment (certified check, money order or business check) for the correct amount to: **Division of Child Development and Early Education, Prelicensing Workshop, 2201 Mail Service Center, Raleigh, NC 27699-2201.**

NOTE: In case of inclement weather, please call 1-800-859-0829 (in state only) or 919-527-6500 for workshop cancellations.

Registration Form for Child Care Center Pre-Licensing Workshop

Name(s) (please print) _____

Address _____
STREET/APT. (**NO P.O. BOX accepted**) CITY ZIP COUNTY

Telephone Home (_____) _____ Work (_____) _____

Fax (_____) _____ E-mail _____

Workshop Location _____ Workshop Dates _____

Workshop Location (2nd choice) _____ Workshop Dates (2nd choice) _____

Please check type of payment enclosed: No personal checks will be accepted.

☐ Certified Check ☐ Money Order ☐ Business Check (payable to: **Division of Child Development and Early Education, Prelicensing Workshop, 2201 Mail Service Center, Raleigh, NC 27699-2201.** I understand and agree that the **Division of Child Development and Early Education** will not be held responsible for any liability, theft, or damage that might occur during this workshop.

AMOUNT ENCLOSED \$ _____ SIGNED _____ DATE _____